

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, January 14, 2013

REGULAR BOARD MEETING

CALL TO ORDER (7:00 p.m.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—Luke Brandon, Fergus High School AP Government Trip
4. Introduction of New Student Representative to the Board
5. Report—Student Representative to the Board
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

8. Report—Election Update
9. Report—Investment
10. Other Items

PUBLIC PARTICIPATION

11. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

ACTION ITEMS

MINUTES

12. Minutes of the December 10, 2012, Regular Board Meeting

APPROVAL OF CLAIMS

13. Claims

CONSENT GROUP ITEMS

14. Approve Additions to the Substitute List for 2012-2013 School Year

INDIVIDUAL ITEMS

15. Second Reading—Board Policy #7320P – Purchasing Procedures
16. Second Reading—Board Policy #7336 – Personal Reimbursements for Purchase of Goods or Services
17. Second Reading—Board Policy #7336P – Out-of-Town Travel Regulations
18. Second Reading—Board Policy #7400 – Credit Card Use
19. First Reading—Board Policy #8121 – Use of District-Owned Vehicles
20. First Reading—Board Policy #7329 – Petty Cash Funds
21. Approve Personnel Report

EXECUTIVE SESSION

22. Superintendent's Evaluation

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public school board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

CONSENT GROUP ITEMS

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

3

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action – Consent
 Action – Indiv.

ITEM TITLE: PRESENTATION—LUKE BRANDON, FERGUS HIGH SCHOOL AP GOVERNMENT TRIP

Requested By: Board of Trustees **Prepared By:** Luke Brandon **Date:** 01/14/2013

SUMMARY:

Luke Brandon, Fergus High School AP Government Class Instructor, would like to present information to the Board of Trustees regarding a student trip to Washington, D.C. Mr. Brandon would also like to discuss the possibility of conducting fund raising to raise the funds to help cover the expenses for the trip.

SUGGESTED ACTION: Informational

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

4

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action – Consent
 Action – Indiv.

ITEM TITLE: INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Requested By: Board of Trustees **Prepared By:** Luke Brandon **Date:** 01/14/2013

SUMMARY:

Luke Brandon, Fergus High School Student Council Advisor, would like to introduce to the Board of Trustees the student that will represent the Fergus High School students on the School Board for the next term.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

5

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action – Consent
 Action – Indiv.

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 01/14/2013

SUMMARY:

Fergus High School Student Representative to the Board of Trustees will provide a report on upcoming activities at Fergus High School.

SUGGESTED ACTION: Informational

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

6

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action – Consent
 Action – Indiv.

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 01/14/2013

SUMMARY:

The Board of Trustees has the opportunity to provide updates on their various committees.

SUGGESTED ACTION: Informational Report

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

7

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action – Consent
 Action – Indiv.

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 01/14/2013

SUMMARY:

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

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- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: REPORT—ELECTION UPDATE

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2013.

Attached are the Terms of Office Listing and the 2013 School Election Calendar.

Board members terms of office that are due to expire in 2013 include: Jeremy Bristol and Lisa Pierce. These are both three year terms.

SUGGESTED ACTION: Informational

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

As currently exists, Board members terms of office are as follows:

	Expire 2013	Expire 2014	Expire 2015
SCHOOL DISTRICT #1	Jeremy Bristol Lisa Pierce	Joe Irish Stan Monger Barb Thomas	Tom Balek Monte Weeden

School District #1 Two (2) - Three (3) Year Terms:

_____ 3 year term (to expire in 2016)


_____ 3 year term (to expire in 2016)

Petitions Filed for Nomination of School Board Trustee:

SCHOOL ELECTIONS CALENDAR 2013

Days from election	Deadlines	Event (Special instances identified in green)	MCA Citation
No earlier than 135 days, or later than 40 days before	Sunday, December 23 through Thursday, March 28	<p>Trustee candidates file for election. Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</p> <p>Candidates from county high school districts with enrollments of 2,000 or more or first-class districts in counties with populations of 15,000 or more must file a form C-1-A, and if desired, a form C-3 with the district clerk and Montana Commissioner of Political Practices within 5 days of filing for office.</p> <p>Any candidate that has already filed for election, but wishes to withdraw their name, may do so not less than 38 days before the school election by sending a statement of withdrawal to the election administrator.</p>	13-10-201(6) 13-37-201 20-3-305 20-3-344 13-10-325
End of January	Thursday, January 31	<p>Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCP.</p>	13-37-206
At least 75 days before	Thursday, February 21	<p>Contact your county election administrator for the annual absentee ballot list. SB 276, which was passed in the 2009 session, requires the county election administrator to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of each year. (In mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures)</p>	13-13-212
At least 70 days before	Tuesday, February 26	<p>Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</p>	13-19-202 13-19-203
At least 60 days before	Friday, March 8	<p>Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)).</p>	13-19-205
At least 40 days before	Thursday, March 28	<p>Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college.</p>	20-20-401
At least 38 days before	Saturday, March 30	<p>Last day trustee candidates can withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.</p>	20-3-305
At least 35 days before	Tuesday, April 3	<p>Last day to file resolutions for school election with county election administrator.</p>	20-20-201(2)

Days from election	Deadlines	Event (Special instances identified in green)	MCA Citation
At least 30 days before	Sunday, April 7	Voter registration closes. A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.	20-20-311 20-20-312
Not less than 20 days, or more than 30 days before	Sunday April 7 and Wednesday, April 17	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained. If the polling place has changed from the previous school election, that change must be referred to in the notice. If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	20-20-204
Not less than 26 days before	Thursday, April 11 (By 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file declaration of intent. (13-10-211(3) , MCA) [not less than 26 days before the election]	13-10-211(3)
No later than 25 days before	Thursday, April 11 (After 5 p.m.)	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. <i>A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
Not less than 25 days before	Friday, April 12	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	13-12-201 20-20-401 15-10-425
Not before the 25 th day nor later than the 15 th day	Friday, April 12 through Monday, April 22	Mail ballots mailed. If mail ballot election is used, period for ballots to be mailed. All ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207
At least 20 days before	Wednesday, April 17	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> • The ballot • Instructions for voting and returning the ballot • A secrecy envelope, free of an marks that would identify the voter • A self-addressed, return envelope with affirmation printed on the back of the envelope 	20-20-401
Not later than the 10th day before	Saturday, April 27	Deadline to notify election judges of appointment.	20-20-203

Days from election	Deadlines	Event (Special instances identified in green)	MCA Citation
Day before	Monday, May 6 (By Noon)	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>Remember to include a section on the absentee ballot application allowing the voter to become part of the annual absentee list.</i>	13-13-211 13-13-214
Day before	Monday, May 6	Deliver certified copy of the lists of registered electors for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.	20-20-313
Election Day 	Tuesday, May 7	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures). Notify election judges of the names of write-in candidates	20-20-105 Title 13 Chapter 13 20-20-203 20-20-401 20-20-411
Following receipt of the tally sheets from all polls and within 15 days after election	Wednesday, May 22	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	20-20-415 20-20-416
Within 15 days after receipt of certificate of election	Wednesday, May 22	Candidate completes and files Oath of Office with the County Superintendent. Newly elected trustees may not be seated until the oath is filed.	20-20-416 20-3-307 20-1-202 1-6-101
Within 15 days of election	Wednesday, May 22	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
12 days before and 20 days after	Thursday, April 25 Through Monday, May 27	Filing Report: Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commission of Political Practices.	13-37-226(4)
June 1	Friday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417

****Special instances are identified with green lettering****

Additional References:

Sample forms can be found at this address:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7

Election Manual: http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7

MT Secretary of State's Office: <http://sos.mt.gov/Elections/index.asp>

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

If the deadline, as read in statute, is phrased "not later than..." then the deadline does not move to a later date but an earlier one.

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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

9

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

Attached is the report on the interest earned and distributed for December 2012.

The first column of the report reflects the cash balance in various funds as of December 1, 2012.

SUGGESTED ACTION: Informational

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 44 To: 45 Acct Mask: _____
 From Fund: 000 To: 299

Sort By Acct
 Print Internal Accounts Only

Type: Interest Posting Date: 12/31/2012 Amount Distributed: \$4,164.66 Control#: 44
 Posting Description: Interest Distribution 11/30/2012 Entry#: 308

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$1,228,515.88	30	.2580976	\$1,074.89	\$1,228,515.88		\$0.00	Yes
110.00.000.0000.101.000	\$913,317.64	30	.1918779	\$799.11	\$913,317.64		\$0.00	Yes
111.00.000.0000.101.000	\$819,650.73	30	.1721995	\$717.15	\$819,650.73		\$0.00	Yes
112.00.000.0000.101.000	\$74,936.11	30	.0157432	\$65.57	\$74,936.11		\$0.00	Yes
113.00.000.0000.101.000	\$2.19	30	.0000005	\$0.00	\$2.19		\$0.00	Yes
114.00.000.0000.101.000	\$602,205.83	30	.1265168	\$526.90	\$602,205.83		\$0.00	Yes
120.00.000.0000.101.000	\$10,181.72	30	.0021391	\$8.91	\$10,181.72		\$0.00	Yes
121.00.000.0000.101.000	\$52,131.64	30	.0109523	\$45.61	\$52,131.64		\$0.00	Yes
124.00.000.0000.101.000	\$86,572.14	30	.0181878	\$75.75	\$86,572.14		\$0.00	Yes
128.00.000.0000.101.000	\$56,213.83	30	.0118099	\$49.18	\$56,213.83		\$0.00	Yes
129.00.000.0000.101.000	\$128,668.39	30	.0270318	\$112.58	\$128,668.39		\$0.00	Yes
150.00.000.0000.101.000	\$201,217.32	30	.0422735	\$176.05	\$201,217.32		\$0.00	Yes
160.00.000.0000.101.000	\$10,134.73	30	.0021292	\$8.87	\$10,134.73		\$0.00	Yes
161.00.000.0000.101.000	\$576,139.93	30	.1210406	\$504.09	\$576,139.93		\$0.00	Yes
Control# 44 Total:	\$4,759,888.08		.9999997	\$4,164.66	\$4,759,888.08		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 11/30/2012

Type: HS Interest Posting Date: 12/31/2012 Amount Distributed: \$2,574.87 Control#: 45
 Posting Description: Interest Distribution 11/30/2012 Entry#: 309

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$715,362.50	30	.2166107	\$557.74	\$715,362.50		\$0.00	Yes
210.00.000.0000.101.000	\$474,658.00	30	.1437257	\$370.08	\$474,658.00		\$0.00	Yes
211.00.000.0000.101.000	\$209,565.51	30	.0634561	\$163.39	\$209,565.51		\$0.00	Yes
213.00.000.0000.101.000	\$0.00	30	.0000000	\$0.00	\$0.00		\$0.00	Yes
214.00.000.0000.101.000	\$297,695.44	30	.0901417	\$232.10	\$297,695.44		\$0.00	Yes
217.00.000.0000.101.000	\$57,830.39	30	.0175110	\$45.09	\$57,830.39		\$0.00	Yes

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 44 To: 45 Acct Mask: _____
 From Fund: 000 To: 299

Sort By Acct
 Print Internal Accounts Only

218.00.000.0000.101.000	\$14,485.99	30	.0043863	\$11.29	\$14,485.99	\$0.00	Yes
220.00.000.0000.101.000	\$7,327.42	30	.0022187	\$5.71	\$7,327.42	\$0.00	Yes
221.00.000.0000.101.000	\$25,531.63	30	.0077309	\$19.91	\$25,531.63	\$0.00	Yes
224.00.000.0000.101.000	\$164,911.74	30	.0499350	\$128.58	\$164,911.74	\$0.00	Yes
228.00.000.0000.101.000	\$101,016.88	30	.0305878	\$78.76	\$101,016.88	\$0.00	Yes
229.00.000.0000.101.000	\$142,690.09	30	.0432063	\$111.25	\$142,690.09	\$0.00	Yes
260.00.000.0000.101.000	\$68,513.93	30	.0207459	\$53.42	\$68,513.93	\$0.00	Yes
261.00.000.0000.101.000	\$746,475.08	30	.2260316	\$582.00	\$746,475.08	\$0.00	Yes
281.00.000.0000.101.000	\$93,806.42	30	.0284044	\$73.14	\$93,806.42	\$0.00	Yes
282.00.000.0000.101.000	\$182,655.69	30	.0553079	\$142.41	\$182,655.69	\$0.00	Yes
Control# 45 Total:	\$3,302,526.71	1.0000000		\$2,574.87	\$3,302,526.71	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 11/30/2012

End of Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

Agenda Item No.

Minutes/Claims Board of Trustees Superintendent's Report Action - Consent
 Action - Indiv.

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 01/14/2013

SUMMARY:

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ School Safety
- ❖ Human Rights Bureau—Arbitration rescheduled for Wednesday, January 23, 2013
- ❖ MHSA Annual Meeting—Monday, January 21, 2013—Missoula
- ❖ Board Work/Study Session—Tuesday, January 29, 2013—Noon—Location?
- ❖ Roundtable Schedule—February 11, 2013—6:00 p.m.—Lewistown Junior High School
- ❖ FHA FFA—KMON Contest—Friday, January 18, 2013—Greta Falls
- ❖ FHS BPA—Regional Conference—Monday, January 21, 2013—Great Falls
- ❖ No School—Monday, January 21, 2013—PIR Day—Common Core
- ❖ Adult Education Registration—Tuesday, January 22, 2013—Ctrl MT Education Ctr
- ❖ FHS FFA Mechanics Contest—Saturday, January 26, 2013—Lewistown
- ❖ WR—Central A Divisional Tournament—Saturday, February 2, 2013—Lewistown
- ❖ NAEP Testing—4th Grade—Tuesday, February 5, 2013
- ❖ WR—State Class A Tournament—February 8-9, 2013—Billings
- ❖ Eastern A Band Festival—February 11-12, 2013—Hardin
- ❖ Home Athletic Games/Meets:
 - BBB vs. Laurel—Friday, January 25, 2013—4:00/5:30/7:00 p.m.
 - BBB/GBB vs. Fairfield—Saturday, January 26, 2013—2:00/3:30/5:00/6:30 p.m.
 - BBB vs. Havre—Friday, February 1, 2013—4:00/5:30/7:00 p.m.
 - GBB vs. Belgrade—Saturday, February 2, 2013—3:00/4:30/6:00 p.m.
 - BBB vs. Park High—Friday, February 8, 2013—4:00/5:30/7:00 p.m.
 - GBB vs. Browning—Saturday, February 9, 2013—3:00/4:30/6:00 p.m.
 - BBB vs. Billings Ctrl—Tuesday, February 12, 2013—4:00/5:30/7:00 p.m.

SUGGESTED ACTION: Informational

Additional Information Attached



**MONTANA HIGH SCHOOL ASSOCIATION
2013 ANNUAL MEETING**

**Monday, January 21, 2013
Hilton Garden Inn
Missoula, Montana**

PROPOSALS

1. Proposal to Amend Executive Board's Authority to Grant Waivers ----- 1
Presented by: MHSA Executive Board
2. Proposal to Amend Appeals Process By-Law ----- 2
Presented by: MHSA Executive Board
3. Proposal to Amend Reclassification Timeline----- 7
Presented by: MHSA Executive Board
4. Proposal to Amend Cooperative Sponsorship Enrollment Limits ----- 8
Presented by: Ennis High School
5. Proposal to Amend Cooperative Sponsorship Enrollment for Six-Player Football----- 9
Presented by: Ennis High School
6. Proposal to Amend Wrestling Weight Classes -----10
Presented by: Baker High School

1. PROPOSAL TO AMEND APPEALS PROCESS BY-LAW

The MHSA Executive Board proposes the following amendments to By-Laws, Article I, Section (5) Executive Board, 5.3 on page 15 of the current MHSA Handbook:

5.3 The Executive Board may authorize the Executive Director to make decisions as necessary for the proper operation of Association business. The Executive Board shall hear all appeals of decision by the Executive Director and may affirm, reverse or modify a decision of the Executive Director. On appeal, the Executive Board may, at its sole discretion, waive or modify the application of a rule **in emergency or exceptional circumstances** ~~under the facts of a particular case~~ if it determines that the application of a rule, as written, would not **substantially** serve the ~~intent or~~ purpose of the rule. **However, in no event may a rule be waived or modified by the Executive Board unless all of the following conditions are affirmatively shown to clearly exist:**

a. The emergency or exceptional circumstances were entirely beyond the control of the student, the student's parents or guardians, and, if relevant, the student's school; and

b. The granting of relief will not prejudice the rights or opportunities of other students or other member schools; and

c. The granting of relief will not violate any parts of the underlying purpose of the rule involved.

Rationale:

This amendment defines specific criteria for the Executive Board to use when evaluating appeals. These criteria ensure appeals should be granted only if those factors that protect the integrity of the MHSA rules are met. Also, by delineating the criteria it will be easier to validate Board decisions in the event of a court proceeding

This amendment was written by MHSA Legal Counsel Jock Anderson who strongly supports this change.

2. PROPOSAL TO AMEND APPEALS PROCESS BY-LAW

The MHSA Executive Board proposes the following amendments to By-Laws, Article VII, Protests and Appeals – Due Process on pages 29-33 of the current MHSA Handbook:

ARTICLE VII

Protests and Appeals - ~~Due Process~~

~~“Due process” is a procedure which the courts of law recognize as a necessary part of any code of rules and regulations. “Due Process” furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event that he/she feels a wrong decision has been made. The procedure for appeals, protests and “due process” outlined hereafter is to be followed in cases involving decisions under the rules and regulations of the Association, including those relating to eligibility. It should be understood that participants and their parents will be expected to follow the “due process” steps in the event that legal action should be initiated at some later date.~~

Subsection A: Disputes Between Member Schools

Section (1) An administrative head of a member school; or the officers of a district or division, when authorized by a majority of the member schools of that district or division, may protest another member school for violating the By-Laws or rules of the Association.

NOTE: The administrative head of any member school may submit facts concerning any student whose eligibility may be in doubt, to the Executive Director. Such questions of eligibility shall then be decided by the Executive Board and a report of the Board’s decision will be sent to the administrator of the member school. Such action by an administrator shall not be regarded as a formal protest. Specific cases in which the names of students are submitted — not hypothetical cases — will be considered.

Section (2) A protest for violation of the By-Laws or rules of the Association may be made by filing such protest in writing with the Executive Director of the Executive Board and paying a filing fee in the sum of five dollars, (\$5.00).

Section (3) Receipt of Protest

3.1 Upon receiving a protest, the Executive Director shall set said protest for hearing before the Executive Board. Written notices of the day and the time set for hearing, together with a copy of said protest, shall be sent to the protested school, and the protesting school. Except as provided hereafter, the notice shall be sent at least fifteen (15) days prior to the time set for hearing. Notice shall be deemed sent on the day it is deposited in the U.S. mail with first-class postage.

3.2 Post-regular season play will not be delayed because of a protest. Where a protest is filed at such time that fifteen (15) days’ notice cannot be given without delaying or otherwise interfering with post-season play, then the fifteen (15) day written notice requirement will be suspended. In that situation, the Board will shorten the time of notice and adopt alternative means of giving notice (either oral or written) as required by the circumstances. Where a protest is received during post-season play, or so close to post-season play that any meeting of the Executive Board is impractical, then a formal hearing may be dispensed with entirely. Instead, the Executive Director will immediately notify all schools concerned and the Montana High School Association Executive Board. Immediate action will be taken after ~~careful~~ investigation and review of the facts concerning the protest. The school or person filing a protest shall be named to the membership.

NOTE: The following is the procedure adopted by the Board to handle Section (3), 3.2:

- 1. Protest is to be filed with the Executive Director in writing accompanied by a \$5.00 protest fee.**
- 2. The Executive Director is to call the schools involved and other persons known to him to be knowledgeable concerning the circumstances to obtain details concerning the protest.**
- 3. If the matter in question is not covered completely in the handbook, at least two people selected from the Executive Board, or an Executive Director, or an Assistant Executive Director shall meet with the parties concerned.**
- 4. After this meeting, the Executive Board shall make a decision by conference telephone call.**
- 5. No tournament shall be stopped until a protest is settled, but all decisions will be made before the beginning of the next tournament to which the team involved would normally advance.**

Section (4) The Executive Board is hereby vested with the power to decide all protests.

Section (5) The Executive Board shall also have power to investigate any protests filed and may, of its own volition, investigate and file protest against any member school, said protest to be filed in accordance with Section (3) of this article.

Section (6) At the hearing, ~~certified~~ statements of school administrators, and ~~sworn affidavits~~ **statements** by interested parties will be accepted as evidence, and the Executive Board will accept all evidence presented on behalf of the protested school and the protesting school and any facts determined by its own investigative power.

Section (7) Board Members Hearing Protests

7.1 In the event a member of the Executive Board shall be directly interested in a protested case, as defined below, such member of the Executive Board shall be disqualified from hearing such protest upon the Board's own motion or upon motion of any school involved in the protest.

The following circumstances are considered to constitute a direct interest by a member of the Executive Board:

- a. Where his/her school is involved either as the protesting school or the school protested against.
- b. Where a student from his/her school is involved.
- c. Where the outcome of the protest could result in a penalty of forfeiture and that forfeiture would cause a change in the final result of a game, contest or activity already completed by his/her school.
- d. Where the outcome of the protest could result in a penalty of forfeiture and that forfeiture would determine whether his/her school advanced to a game, contest or activity.
- e. Where the outcome of the protest could result in a penalty of forfeiture and that forfeiture would determine whether his/her school would acquire a "home-field advantage" in an upcoming game, contest or activity.

f. In any other circumstance which the Executive Board shall determine constitutes a direct interest in the protested case, the Board, on its own motion or the motion of a school involved in the protest, may disqualify such member from hearing such protest.

7.2 A school involved in a protest may, upon request prior to the hearing, disqualify one director for any reason.

7.3 Any director may disqualify him/herself in the event he/she determines he/she directly interested in the protested case.

7.4 If a motion of disqualification is received at least two days prior to the date of hearing, the president of the Association shall appoint a representative of a disinterested member school of the same classification as that of the disqualified member(s) school to sit at such hearing in the determination of the protest. In the event the president of the Association is disqualified, the vice president of the Association shall make the appointment. If the motion of disqualification is received less than two days prior to the date of hearing, the Board may elect to resolve the protest with the remaining members of the Executive Board.

Section (8) As soon as possible after the hearing, the Executive Board, by a majority vote of its members, must determine the protest.

Section (9) In the event the Executive Board determines that a violation of the By-Laws or rules of the Association has occurred, it shall have power to discipline the member school. The penalties which may be imposed by the Executive Board are outlined in Article VIII.

Section (10) A member school found to have violated the By-Laws, or rules of the Association by the Executive Board, may appeal the decision of the Executive Board of the Association by notifying in writing the Executive Director of its desire to appeal such determination and depositing with the Executive Director the sum of one hundred fifty dollars (\$150.00). The Executive Director shall then proceed to call a special meeting of the Association as set forth under these By-Laws at which meeting the Association will proceed to review the action of the Executive Board. If the decision of the Executive Board is upheld, the deposit of the appealing member school shall be forfeited. If the decision of the Executive Board is overruled by the Association, the deposit herein provided for shall be returned to the appealing member school. The determination of the Association shall be final as to the violation protested.

Subsection B: Individual~~s~~: Due Process, Rules Interpretation and Procedure

Section (1) INDIVIDUAL DUE PROCESS

~~1.1 If a student is ruled ineligible under Montana High School Association rules as a participant in any school activity regulated by the Montana High School Association, that student shall be given, within a reasonable period of time, notice of the ruling, by the building administrator, and the notice is effective on the date it is given. The notice shall advise the student of (a) the violation or infraction, (b) the date of the violation or infraction, (c) the period of ineligibility, (d) the student's appeal rights and procedure, and (e) any other pertinent information.~~

1.2~~1~~ If a student is ruled ineligible under Montana High School Association rules, ¶the student affected, or his/her parents or guardian may appeal **any the** decision ~~of the building administrator, ruling on ineligibility,~~ to the Executive Board of the Montana High School Association by filing with the Montana High School Association, at its office in Helena, Montana, ~~within fifteen (15) days of receipt of the official written notice of ineligibility,~~ a written notice of appeal. ~~A date for a hearing will be established by the Montana High School Association no later than five (5) days after receipt of the written appeal and the hearing will take place no later than thirty (30) days after receipt of the written appeal unless the student or parents or guardian stipulate for such delay.~~ **Appeals shall be acted upon by the MHSA Executive Board at any regular or special meeting, including**

conference phone calls, provided the school or individual requesting, agrees to pay the cost of the call. The hearing will be conducted by the Executive Board pursuant to the procedure set forth in Section (3) below.

Section (2) INTERPRETATION OF RULES

- 2.1 A participant or parents, or school which is a member of the Montana High School Association, may certify a question in writing to the Executive Board of the Association, seeking an interpretation of the Articles of the Association, By-Laws or the Rules and Regulations of the Association. The written certified question shall be presented to the Executive Board of the Association at its next regularly scheduled meeting or if the party submitting the request agrees to pay for all costs incidental to a special meeting of the Executive Board or for a conference call among members of the Executive Board, then said certified question shall be submitted to and decided by the Executive Board at a special meeting or conference call.
- 2.2 Prior to any ruling on a question certified, the Executive Director or representative of the Association designated by the Executive Board may be directed to investigate on behalf of the Board all of the factors relating to the interpretation requested of the Executive Board. After such an investigation is completed, the Executive Board shall notify all parties seeking the decision on certified question, of the time and place of the hearing at least seven (7) days in advance of such hearing. The hearing will be conducted by the Executive Board pursuant to the procedure set forth in Section (3) below.

Section (3) HEARING PROCEDURE

- 3.1 In any hearing conducted concerning an appeal involving student ineligibility or rule interpretation, the Executive Board, through its Executive Director, shall notify the following persons of the time, date of the hearing, and the place where the hearing will be held: (a) the student; (b) the parents or guardian of the student; (c) the building administrator who made an ineligibility ruling or whose school certified a rule for interpretation; **and** (d) the appropriate director of the sport or activity; ~~and (e) all other interested individuals.~~
- 3.2 All hearings will be held at the Montana High School Association office in Helena, unless another place for a hearing is stipulated to by all parties and the Executive Board of the Montana High School Association. The school representatives, students, parents, contest officials, and coaches are entitled to be personally represented at the hearings or to represent themselves. If a student is submitting an issue for certification, that student may be represented by the member school the student attends. ~~All parties are entitled to be represented by legal counsel.~~
- 3.3 The president of the Association will begin the hearing by asking for statements clarifying the issues involved. If an investigation has been performed, at the beginning of the hearing the Executive Director shall make available written copies of his/her investigation.
- 3.4 The party appealing an ineligibility ruling to the Board or certifying the issue for determination by the Executive Board of the Montana High School Association shall thereafter present its case including written evidence, testimony and argument supporting the ruling or interpretation that it urges. All parties urging affirmance of an ineligibility ruling or disagreeing with the certifying parties' interpretation of the rules thereafter may present written evidence, testimony and argument supporting the ruling or interpretation of the rules they urge. The appealing party of the certifying party shall have an opportunity to rebut such presentation. All parties may offer evidence, including the calling of witnesses, if they desire.
- 3.5 After all of the parties have submitted their evidence and upon advice from the parties that they have presented all of their evidence, the hearing shall be declared closed. Thereafter, the Executive Board shall make their decision which decision may be in open session or following the hearing, after taking the matter under advisement, in order to consider the evidence and application

of the rules. A decision must be rendered in three (3) days. **The student and the school will be notified of the decision in writing.**

~~3.6—Following the decision, a summary of the findings and conclusions of the Executive Board will be submitted in writing to all parties present at the hearing, the building administrator, the Executive Officer of the Association and to those other individuals concerned with said ruling.~~

3.76 The determination of the Executive Board shall be final as to the question of ineligibility involved or the interpretation of the rules.

Rationale:

The intent of amending the Protests and Appeals language is to update language that has been in place for many years. Some of the provisions of the current section require administrators to notify every student of any ineligibility (such as notifying all seniors that they will be ineligible the following year). The amendment also clearly defines the appeal process and when those appeals can be heard. These revisions also update and solidify the MHSA policies and procedures regarding appeals, which is critical during court challenges.

MHSA Legal Counsel submitted these changes and supports the revisions.

3. PROPOSAL TO AMEND RECLASSIFICATION TIMELINE

The MHSA Executive Board proposes the following amendments to By-Laws, Article X, Athletic Classification and Districting on page 38 of the current MHSA Handbook:

Section (3) Petition for Change

- 3.1 Any school that ~~feels it has sufficient cause for reclassification, or~~ wishes to transfer to a different conference, division or district may petition the Executive Board in writing on or before July 1 of any school year, stating the reasons for submitting the petition. The Executive Board will decide at their November meeting whether the ~~classification~~ **conference, division or district** change will be granted, and the affected member schools will be notified of the proposed change at least two weeks prior to the November Board Meeting. If the Executive Board approves the petition the school will be moved into the ~~new classification,~~ district and/or division for the following year.

Any school that feels it has sufficient cause for reclassification may petition the Executive Board in writing on or before April 1 of any school year, stating the reasons for submitting the petition. The Executive Board will decide at their April meeting whether the classification change will be granted, and the affected member schools will be notified of the proposed change at least two weeks prior to the April Board Meeting. If the Executive Board approves the petition the school will be moved into the new classification in the next year reclassification occurs.

Section (4) Enrollment Data

- 4.1 The enrollment figures considered by the Executive Board for any member school will be taken from an average of the ~~current fall and previous spring~~ **previous two years' fall and spring** high school reports submitted by that school to the Office of the State Superintendent.

Rationale:

By reclassifying schools at the April Executive Board Meeting instead of the November Executive Board Meeting, more time will be provided to districts and divisions to formulate realignment plans for presentation to the Executive Board at their November meeting. Four consecutive enrollment counts will still be used for reclassification. All other provisions of the By-Law will remain the same.

4. PROPOSAL TO AMEND COOPERATIVE SPONSORSHIP ENROLLMENT LIMITS

Ennis High School proposes the following amendment to Rules and Regulations, Section (35) Cooperative Sponsorship of Activities on page 58 of the current MHSA Handbook:

Section (35) COOPERATIVE SPONSORSHIP OF ACTIVITIES

[Items A, B and C remain as written.]

D. To be eligible to participate in ~~Class-B football~~ **MHSA sanctioned activities** schools must have an enrollment at or below the maximum ~~Class-B classification~~ enrollment. No ~~football~~ cooperative contracts may exceed the maximum ~~Class-B classification~~ enrollment when two or more schools are combined. New applications must be filed with MHSA by February 1st of each year. The enrollment count will meet or exceed this number for two consecutive years in order to be mandated that the cooperative contract will no longer be allowed.

E. To be eligible to participate in six-player football, schools must be Class C and have a high school enrollment at or below 65 students. No football cooperative contracts may exceed an enrollment of 85 students when two or more participating member schools are combined. New applications must be filed with MHSA by November 15th of each year. The enrollment count will meet or exceed this number for two consecutive years in order to be mandated to switch to eight-player football.

~~F. To be eligible to participate in eight-player football, schools must be Class C. No football cooperative contracts may exceed the maximum Class C enrollment when two or more participating member schools are combined. New applications must be filed with MHSA by February 1st of each year. The enrollment count will meet or exceed this number for two consecutive years in order to be mandated that the cooperative contract will no longer be allowed.~~

[Renumber remaining items.]

Rationale:

Currently football is the only activity with mandated enrollment limits. All activities should be treated equally under MHSA rules.

5. PROPOSAL TO AMEND COOPERATIVE SPONSORSHIP ENROLLMENT FOR SIX-PLAYER FOOTBALL

Ennis High School proposes the following amendment to Rules and Regulations, Section (35) Cooperative Sponsorship of Activities on page 58 of the current MHSA Handbook and the corresponding language in Football, VII-Six-Player Football, item (2) on page 139:

Section (35) COOPERATIVE SPONSORSHIP OF ACTIVITIES

[Items A, B, C and D are addressed in previous proposal.]

- E. To be eligible to participate in six-player football, schools must be Class C and have a high school enrollment at or below 65 students. No football cooperative contracts may exceed an enrollment of ~~85~~ **65** students when two or more participating member schools are combined. New applications must be filed with MHSA by November 15th of each year. The enrollment count will meet or exceed this number for two consecutive years in order to be mandated to switch to eight-player football.

Rationale:

Currently cooperative agreements can exceed the single school six-player enrollment of 65 enabling them to choose from a possible 85 students. Currently an enrollment exceeding 65 mandates that participating schools must play eight-player football. A single school with an enrollment of 75 is not allowed to play six-player football; why is a cooperative treated differently? A number is a number.

6. PROPOSAL TO ADOPT NFHS WRESTLING WEIGHT CLASSES

Baker High School proposes the following amendment to Wrestling, I-General Rules and Regulations, Section (2) on page 213 of the current MHSA Handbook:

- (2) The National Federation Wrestling Rules, unless modified by MHSA rules, shall govern all situations. Rule 4-4-1 is modified by Montana's fifteen (15) **will be followed for competition** weight classes:

98 lbs. (min. 83)	125 lbs.	145 lbs.	189 lbs.
105 lbs. (min. 90)	130 lbs.	152 lbs.	215 lbs.
112 lbs.	135 lbs.	160 lbs.	HWT (max. 285)
119 lbs.	140 lbs.	171 lbs.	
106 lbs.	132 lbs.	160 lbs.	195 lbs.
113 lbs.	138 lbs.	170 lbs.	220 lbs.
120 lbs.	145 lbs.	182 lbs.	286 lbs.
126 lbs.	152 lbs.		

Rationale:

First, kids are obviously getting bigger and an upward shift of the weight classes is needed to provide more weight classes for a heavier population of students.

Second, North Dakota, South Dakota, Wyoming and Idaho use the NFHS approved weight classes. Montana wrestlers compete with out-of-state wrestlers weekly and it would be convenient for coaches and wrestlers if all states used the same weight classes.

Last, the 98 and 105 weight divisions always lack wrestlers. Honestly the Baker wrestling team has not had a 98 or 105 pound wrestler for over a decade. Along with the lack of wrestlers, the competitive level is obviously sub-varsity.

BOARD OF TRUSTEES ROUNDTABLE SCHEDULE

2012-2013

Date	Group	Time	Meeting Site
December 10, 2012	Lewis and Clark Elementary	6:00-7:00 p.m.	Lewis & Clark Elementary School
February 11, 2013	Junior High School	6:00-7:00 p.m.	Junior High School
April 8, 2013	LEA Executive Board	6:00-7:00 p.m.	Lincoln Board Room

ALBERTA BAIR THEATER BUS TRIPS

Prime seats on main floor; dinner on your own at arranged stop. Fee includes bus & show ticket. Board the bus at Fergus High School at 2:30 PM; show time at 7:30 pm.

IN THE MOOD * SIGN UP NOW!

Presents a 1940s musical revue featuring singing & dancing. This was a time that all America was listening & dancing to the same kind of music. A combo of up-tempo big band instrumentals & intimate, romantic ballads set the mood. Sunday, March 3 only. Fee: \$50. No discounts. **Must register and pay by February 4!**

LORD OF THE DANCE * SIGN UP NOW!

This blockbuster is based on Irish folklore. A classic tale of good vs. evil has thrilled audiences for more than a decade. This is a magical adventure of sight & sound that transports the audience to a mythical & marvelous place. Saturday, March 30 only. Fee: \$70. No discounts. **Must register and pay by February 28!**

BEAUTY & THE BEAST * SIGN UP NOW!

A romantic Broadway musical for all generations. Based on the Academy Award-winning feature film, this production has won the hearts of more than 35 million people worldwide. This classic musical love story is filled with unforgettable characters, lavish sets & costumes, & dazzling production numbers. Thursday, May 9 only. Fee: \$65. No discounts. **Must register and pay by April 9!**

INTRODUCTION TO T'AI CHI *

Focus will be on increasing flexibility & balance while learning the basic principles of T'ai Chi. Each class will begin with quieting the mind & focused breathing & move onto basic related stretches & exercises. Dedicated to exploring the first steps of the T'ai Chi Ch'uan Yang Long Form. Instructor: Robin Fisk. CMEC, Tues, 6 wks, Feb 5-Mar 12, 5:45-7 pm. Fee: \$35

RESHAPING YOUR BODY THROUGH EXERCISE *

Designed to help with building bone density through weight bearing exercises. Focus on the body as a whole, working through each group of muscles with a variety of exercises. Instructor: Lisa Campbell. Parrish Hall, St James Episcopal Church, Tues & Thurs, 6 wks, Feb 19-Mar 28. Choose: 4:15-5:15 or 5:30-6:30. Fee: \$60.

DEPRESSION VS HAPPINESS....DON'T WORRY, BE HAPPY

Why is there so much depression in the world today? Is it because of where we live & whom we live with or something in our genetics? Is it a result of the stress of modern society & the information explosion? What does depression look like & what can we do about it? How can we live happier? Instructor: Rick Wright. FHS rm 115, Mon & Thur, Mar 11 & 14, 6:30-8:30 pm. Fee: \$20

MAKE PHOTO BOOKS, CALENDARS, CARDS ON COMPUTER *

Learn how to use Picasa to edit & crop digital photos. Learn how to create an account with an online service such as Shutterfly, upload edited photos & create books & other products with those photos. Instructor: Suzy Flentie. FHS library lab, Thurs & Tue, 3 wks, Feb 7, 21 & Mar 12, 6:30-8:30 pm. Fee: \$30

IPODS, IPADS, AND IPHONES *

Learning to maximize production on your new IOS device. Learn some great apps & take your device to a new level. Instructor: Todd Lark. FHS library lab, Mons, 2 wks, Feb 18 & 25, 6-9 pm. Fee: \$30

DROID TABLETS *

Learning to maximize production on your new Droid device (including Kindle, Nexus, Samsung, etc.). Learn some great applications & take your device to a new level. A Google account is recommended. Instructor: Todd Lark. FHS library lab, Mons, 2 wks, Mar 4 & 11, 6-9 pm. Fee: \$30

WINDOWS 7 AND 8 WITH A PEAK INTO OFFICE 2013 *

Ready for the move to Windows 8? Still learning Windows 7? Learn some tricks to make your digital life more manageable. Covers basic trouble-shooting, maintenance, & anti-virus options. Instructor: Todd Lark. FHS library lab, Mons, 2 wks, Mar 18 & 25, 6-9 pm. Fee: \$30

ESTATE PLANNING

For people at any stage in life, who wish to explore options & plan for their future. Includes regular & living wills, trusts, power of attorney, probate & more. Instructor: Craig Buehler. FHS rm 222, Mons, 2 wks, Feb 25 & Mar 4, 6:30-8:30 pm. Fee: \$20

MAKING CAREER CHOICES

Wish you knew what kind of a career is right for you? Considering college as a move toward a career goal? This free workshop will help participants explore their personality type & how to choose careers based on the findings of the Myer-Briggs Personality Type Inventory. Will assist individuals to understand life choices, preferences & decision-making while exploring career choices. Instructor: Mike Ley, CMEC rm 1, Thur, Mar 28 only, 6-8 pm. No Charge.

BASIC DOG OBEDIENCE *

Course for beginning dog, six months or older. Teaches foundation commands for a well-behaved companion. Require proof of current rabies & distemper/ parvo vaccines at first class. Instructor: Cheryl Bannes. LJHS gym. Weds, 5 wks, Feb 6-Mar 6, 7-8 pm. Fee: \$35. No discounts.

WATERCOLORS & COLORED PENCILS *

Explore the exciting mix of colors using these two favorite mediums. Course is designed to help you understand the nature of mixing colors as transparent glazes & direct coloring. We will use design, lettering & common images from the natural world. Instructor: Clint Loomis. Lewistown Art Center, Tues, 6 wks, Feb 12-Mar 19, 7-9 pm. Fee: \$35 + supplies

CONVERSATIONAL SPANISH *

Learn common words, phrases & expressions from native Spanish-speaking instructor. Great for travel or just for fun! Instructor: Chiara Vanderbeek. FHS rm 213, Tues, 6 wks, Feb 5-Mar 12, 6:30-9 pm. Fee: \$40

BABY SIGN LANGUAGE *

Communicate with your infant & toddler using ASL sign language instead of them grunting & pointing to communicate their needs. You will learn over 100 beginning signs, colors & the alphabet to use with your child. Learn what research says about the positives of teaching your child sign language. Come have fun & learn a new language! Instructor: Tracy Huck. FHS rm 222, Thurs, 6 wks, Feb 7-Mar 14, 6:30-8:30 pm. Fee: \$65. No discounts

LAZERTRAN WATER SLIDE INKJET TRANSFER PAPER *

This versatile & revolutionary product allows any design, including original art to be transferred onto almost any surface, including high quality papers, canvas, metal, glass, ceramic, wax, wood & vacuum forming plastics, with amazing results. Images are transparent & can be overlaid. The best part about using Lazertran is it is so easy to use. There will be instructions on the techniques used for different surfaces & then a hands-on project you can take home. Instructors: Bertie Brown & Elaine Meier. FHS 117, Thur, Mar 7 only, 6:30-8:30 pm. Fee: \$15 + supplies

HAND STITCHED GREETING CARDS *

Simple to do greeting cards that have a unique look. With cardstock & embroidery floss you can create a one of a kind greeting card for any occasion. Patterns range from easy to more complex ones that are similar to the drawings created with the "Spirograph" from days gone by. Instructors: Elaine Meier, Bertie Brown & Jean Besel. FHS rm 117, Thur, Mar 14 only, 6:30-8:30 pm. Fee: \$15 + supplies

BEADED JEWELRY- BEYOND THE BASICS *

Work with chain, cord & wire to create the jewelry of your choice. Bring your own supplies or purchase from the instructor. Tools provided. Instructor: Gayle Arntzen. FHS rm 213, Mons, 4 wks, Feb 11-Mar 4, 6-9 pm. Fee: \$35 + supplies

MAKE AHEAD MEALS * Recipes & Taste-Testing!

Is your home a three ring circus before dinner? "Make Ahead Meals" may be the answer for you. Using a few of your weekend hours to prepare meals ahead will provide your family with tasty & nutritious entrees! These newly learned techniques will reduce dinner time chaos, improve the quality of your diet & help create family time as well. Instructor: Denise Seilstad. FHS rm 117, Thur, Feb 21 only, 6-8 pm. Fee: \$20

WOK THE WORLD * Recipes & Taste-Testing!

Break out the Wok & try these twists on stir-fry for your every night dinner. Wok cooking does not have to be just Asian. Learn how you can set up a quick healthy meal in just minutes. Instructor: Denise Seilstad. FHS 117, Thur, Feb 28 only, 6-8 pm. Fee: \$20

FOOD "SERVSAFE" TRAINING

Safe food handling training for people who work in temporary food service such as fair booths or school concessions; or those working in restaurants, day cares, etc. Instructors: D Seilstad & D Pomeroy. FHS 117, Mon & Tue, Feb 4 & 5, 6-8 pm. Fee: \$15 includes book

FIRST AID / ADULT, INFANT & CHILD CPR *

A certified American Heart Association course with hands-on learning of life-saving techniques, choking & rescue breathing & practical first aid. Instructor: Don Kern. Central MT Education Center on Airport Rd. All classes on Saturdays. No discounts.

FIRST AID: 9-12 noon. Fee: \$30

Choose one date: Jan 19, Feb 16 or Mar 16

ADULT, INFANT/CHILD CPR: 1-4 pm. Fee: \$30

Choose one date: Jan 19, Feb 16 or Mar 16

FIRST AID & CPR Combination: 9 AM-4 pm, Fee: \$45

ADULT BASIC EDUCATION / GED PREPARATION

For adults over 16 years old who are not enrolled in a regular school setting. One-to-one instruction in reading, writing, language skills, math, basic job skills, driver license assistance, computer literacy, & GED exam preparation. Instructors: Mike Rea & Bob Feist. Central MT Education Center. Start anytime. No charge. Tues, Weds & Thurs, 9 AM-5 pm. Evenings by appointment.

ROOM LOCATION KEY: FHS = Fergus High School

LJHS = Lewistown Junior High School

CMEC = Cent MT Ed Center, Airport Road

* Limited Enrollment

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

11

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 01/14/2013

SUMMARY:

Time is provided on the agenda for anyone who wishes to address the Board.

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

12

Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the December 10, 2012, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Lewis & Clark Elementary – Gymnasium
212 Crystal Drive
Lewistown MT 59457**

MONDAY, December 10, 2012

BOARD ROUNDTABLE DISCUSSION – LEWIS & CLARK STAFF

6:00 P.M. TO 7:00 P.M.

REGULAR BOARD MEETING

CALL TO ORDER (7:00 p.m.)

1. Roll Call

TRUSTEES PRESENT:

Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Monte Weeden, Barb Thomas, Lisa Pierce, Tom Balek

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Brandon O'Halloran, Michelle Trafton, Tim Majerus, Candice Dunn, Matt Lewis, Theresa Majerus, Jerry Feller, Andrea Payne, Sandy Fox, Jeff Russell

OTHERS PRESENT:

Student Representative Jarrett Guyer, Joe Zahler-KXLO/KLCM Radio, Doreen Heintz-Lewistown News-Argus, Chris Rice.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. RECOGNITION—FHS SCIENCE OLYMPIAD TEAM

The Board of Trustees recognized and congratulated the Fergus High School Science Olympiad Team and Coach Justin Guyer for their second place finish at the State competition. The following members of the team received 1st place medals:

Gabby Casini – Forensic Science
Jarrett Guyer – Astronomy, Designer Genes, and Robotic Arm
Anders Pederson – Elastic Glider Launch
Hans Pederson – Rocks and Minerals
Rebecca Russell – Robotic Arm
Jon Skipper – Astronomy
Aiden Stansberry – Rocks and Minerals
Kellen Tognetti – Elastic Glider Launch
Maida Walters – Forensic Science
Beth Wright – Designer Genes

4. PRESENTATION—CANDICE DUNN, DIGITAL ACADEMY MIDDLE SCHOOL LANGUAGE EXPLORATORY

Teacher Candice Dunn and 8th grade student Jarrod Russell gave a presentation on the successes and struggles of the MT Digital Academy Foreign Language Exploratory at Lewistown Junior High School. With the retirement of Denise Nelson last year the Junior High lost one period of foreign language. In hiring new staff a replacement wasn't found that had the certification to teach a foreign language. As an alternative Mrs. Dunn agreed to monitor the students as they completed the MT Digital Academy Foreign Language Exploratory. For one semester students are participating in an online class. Seven weeks of one language and seven weeks of a second language. The first seven weeks every student was enrolled in Spanish, with the exception of one student who took Latin. The second seven weeks students could choose between French and German.

5. REPORT—STUDENT REPRESENTATIVE TO THE BOARD

Jarrett Guyer, student representative to the Board, reported on upcoming activities at Fergus High School.

6. DISCUSSION—ELEMENTARY SKI TRIPS

The Board of Trustees requested to have a discussion regarding the Elementary School Ski Program. For the last several years as part of the physical education program 3rd and 4th grade students have been taking several ski trips each year to Showdown Ski Area. Matt Lewis shared that each student has a ½ day lesson and in the afternoons parent chaperones ski with the students. Students pay a discounted rate for rentals & lessons and PTO donates resources for travel expenses. Michelle Trafton shared the challenges that have prohibited Lewis & Clark from starting a ski program, but said they were looking into alternative winter activities for the students.

7. DISCUSSION—BOARD MEETING SCHEDULE

A year has passed since the Board decided to change from two Board meetings a month to one. The Board of Trustees had an open discussion on whether to continue with this schedule. Because all business is able to be addressed at one meeting per month, it was decided that an additional “regularly” scheduled meeting is not necessary at this time. However, to allow the Board to stay current with any issues or needs in the district an informal Work-Study Session was suggested. The first Work-Study Session has been scheduled for Tuesday, January 29, 2013, at noon at Fergus High School.

8. REPORT—COMMITTEES OF THE BOARD

Curriculum Committees continue to meet on a regular basis. The Building and Grounds Committee will meet on December 17, 2012, at 8:00 a.m. at the Junior High School. The Fire Chief will be asked to attend this meeting.

9. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Scott Dubbs noted that in 14 of the last 16 years, Fergus High School has placed in the top 3 in the Science Olympiad.

SUPERINTENDENT'S REPORT

10. REPORT—ELECTION UPDATE

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2013 School Election Calendar and advised them of the trustee seats that will be up for election in 2013.

11. REPORT—INVESTMENT

Interest earned and distributed for November 2012, was reported with \$429.39 in the elementary funds and \$272.97 in the high school funds for a total of \$702.36.

12. OTHER ITEMS

Superintendent Jason Butcher presented to the Board of Trustees information regarding a complaint submitted to the Human Rights Bureau. The Class A Caucus requested a nominal fee from each school district in the state to assist them in representation during the legislature. The Board decided to not participate as a contributing district. Superintendent Butcher, Trustee Bristol, and Business Manager Rhoades attended the Airport Board meeting. The Airport Board voted to renew the lease for the Bus Barn for another year. The Quality Schools Grant application submitted to the Department of Commerce was denied. Jason also mentioned to the Board that his evaluation will be conducted in Executive Session after the January 14, 2013, Board meeting. The evaluation documents were sent to each Trustee electronically on December 4, 2012. Jim and Cindy Moodie and Ed and Joyce Eck were publicly acknowledged and thanked by the Superintendent and the Board for their generous donations. The next roundtable will be at Lewistown Junior High School on February 11, 2013, at 6:00 p.m. Jason informed the Trustees that the calendar committee met to discuss the 2013-2014 School Calendar and are hoping to have the calendar on the February 2013 agenda for Board approval. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

13. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

Jerry Feller, FHS Principal, informed the Board of Trustees about a recent report of vandalism in the high school parking lot. Mr. Feller assured the Board and those in attendance that this issue is being taken very seriously and he has contacted the police department. The police department investigated the incident and determined that the damage to the cars was caused by bird droppings. Several students were in attendance to express their concerns (Jonathan Skipper, Paige Zibell, Brian Pearce, Braden Dieziger, Elizabeth Wright, Austin Songer, Drew McIntosh and Kaitlyn Poss). Two parents, Vicki Eades (Brian Pearce's mother) and Dave Dieziger (Braden Dieziger's dad), stated their concerns about how the issue was being handled. Vicki Eades reported that Crime Stoppers is putting up a reward to find those involved. Mr. Dieziger questioned why the School Resource Officer (SRO) told the students affected to report the incident to the Police Department, believing the SRO could have taken their statements and filed the reports. The parents and students did not believe that "bird droppings" could have caused the damage. They were convinced that the vehicles were hit by paint balls. Mr. Feller will continue to monitor the situation and will forward any new evidence or reports received.

Brandon O'Halloran reported that the LEA collected over 200 books for the Gift of Reading program. The books will be given to the Boys and Girls Club. The LEA is also holding a quilt raffle to raise money to establish a scholarship for a graduating senior.

Andrea Payne commented on the ski program and shared that she volunteered to stay behind with students choosing not to ski with the school program last year. Mrs. Payne provided fun learning activities in an unstructured environment for the students.

ACTION ITEMS

MINUTES

14. MINUTES OF THE NOVEMBER 12, 2012, REGULAR BOARD MEETING – approved unanimously (Weeden/Irish).

APPROVAL OF CLAIMS

15. CLAIMS – The claims referenced in the 2012-2013 Bill Schedule and submitted through December 6, 2012, were approved unanimously (Bristol/Pierce). The Finance Committee members for October-December 2012 are Trustees Monger, Bristol, Irish and Pierce. The new Finance Committee members for January-March 2013 are Stan Monger, Barb Thomas, Monte Weeden, and Tom Balek.

CONSENT GROUP ITEMS – approved unanimously (Thomas/Irish).

16. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR 2012-2013 SCHOOL YEAR – Substitute Teacher/Aide List—Terri Selph, Dianne Smith, Amy Sweeney, Olivia Tuss.

INDIVIDUAL ITEMS

17. FIRST READING—BOARD POLICY #7320P – PURCHASING PROCEDURES – approved unanimously (Bristol/Weeden).
18. FIRST READING—BOARD POLICY #7336 – PERSONAL REIMBURSEMENTS FOR PURCHASE OF GOODS OR SERVICES – approved unanimously (Pierce/Weeden).
19. FIRST READING—BOARD POLICY #7336P – OUT-OF-TOWN TRAVEL REGULATIONS – approved unanimously (Thomas/Pierce).
20. FIRST READING—BOARD POLICY #7400 – CREDIT CARD USE – approved unanimously (Thomas/Bristol).
21. FIRST READING—BOARD POLICY #8121 – USE OF DISTRICT-OWNED VEHICLES – approved unanimously (Irish/Weeden).
22. SECOND READING—BOARD POLICY #5510F – CLASSIFIED SICK LEAVE BANK DONATION/ REQUEST FOR USE FORM – approved unanimously (Thomas/Pierce).
23. SECOND READING— BOARD POLICY #3416 – ADMINISTRATION OF MEDICATION – approved unanimously (Pierce/Bristol).
24. APPROVE HIGH SCHOOL INDIVIDUAL TRANSPORTATION CONTRACT – approved unanimously (Irish/Bristol).
25. APPROVE PERSONNEL REPORT – See Exhibit A – a motion was made by Barb Thomas to remove the Recommendation for Extra-Duty Contracts (Activity Bus Drivers and In Town Bus Drivers) due to an error in the salary amounts that were listed; seconded by Monte Weeden; approved unanimously. The contracts for these two bus drivers will be resubmitted at the January 14, 2013, Board meeting.

ADJOURNMENT

The meeting was adjourned at 9:45 p.m. The next Board meeting will be held at 7:00 p.m. on Monday, January 14, 2013, at the Lincoln Board Room (Monger).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**“EXHIBIT A”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: December 10, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
HENDERSON, Kelly	Paraprofessional	Highland Park Elementary	Approve appointment on schedule— PARA Step 0+CERT for up to 7.50 hours per day for up to 118 days	December 3, 2012	See attached hiring recommendation.
RIFE, Vicki	Paraprofessional	Lewistown Junior High School	Approve appointment on schedule— PARA Step 0+CERT for up to 7.50 hours per day for up to 123 days	November 26, 2012	See attached hiring recommendation.
ROGERS, Sonya	Paraprofessional	Highland Park Elementary	Approve appointment on schedule— PARA Step 0+CERT for up to 7.00 hours per day for up to 123 days	November 26, 2012	See attached hiring recommendation.
BLAKE, Megan	Volunteer Cheerleading Coach	Fergus High School	Approve appointment on a volunteer basis	December 10, 2012	See attached memo.
PHILLIPS, Tye	Volunteer Boys Basketball Coach	Fergus High School	Approve appointment on a volunteer basis	December 10, 2012	See attached memo.
DANIELS, Jim ROGERS, Sonya	Volunteer Girls Basketball Coaches	Fergus High School	Approve appointment on a volunteer basis	December 10, 2012	See attached memo.
FELLER, Vic HENDERSON, Troy WILSON, Ryan	Volunteer Wrestling Coaches	Fergus High School	Approve appointment on a volunteer basis	December 10, 2012	See attached memo.
BENES, Pat	Paraprofessional	Highland Park Elementary	Approve revision of contract to reflect changes in duties assigned—PARA Step 4+CERT add up to .50 hours per day	December 10, 2012	The additional time is needed to help with the resource students.

**“EXHIBIT A”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: December 10, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	Activity Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	December 10, 2012	See attached list
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	In-Town Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	December 10, 2012	See attached list.
DUBBS, Scott	Curriculum Director	School District #1	Approve request for out-of-state travel to attend the 2013 Association for Supervision and Curriculum Development (ASCD) National Convention and Exhibit Show in Chicago, Illinois	March 16-18, 2013	See attached memo.
RYGG MCKENNA, Meryl	Choral Accompanist	Fergus High School	Approve appointment on schedule— PARA Step 0 for up to 3.00 hours per day for up to 123 days	November 26, 2012	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

13

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 01/14/2013

SUMMARY:

Approve claims paid through January 10, 2013, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2013 include: Stan Monger, Tom Balek, Barb Thomas, and Monte Weeden.

SUGGESTED ACTION: Approve Claims as Presented

Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

14

<u>Agenda Items</u>	<u>Additional Information</u>
<p>14. Approve Additions to the Substitute List for the 2012-2013 School Year</p>	

SUGGESTED ACTION: Approve All Items

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

14

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2012-2013 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 01/14/2013

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2012-2013 School Year as listed below:

Substitute Teacher/Aide List:

Taylre Sweeney
Jennifer Williams

Substitute School Food List:

Jennifer Williams

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2012-2013 School Year

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

15

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: SECOND READING—BOARD POLICY #7320P PURCHASING PROCEDURES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #7320P – Purchasing Procedures and consider the adoption of said policy.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve Adoption of Board Policy #7320P – Purchasing Procedures

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

SECOND READING

Lewistown School District

FINANCIAL MANAGEMENT

7320P

Page 1 of 4

Purchasing Procedures

General

1. Only the business manager, **administrators** and/or the purchasing agent, as approved by the Superintendent, may commit the District to a purchase.
2. The materials, equipment, supplies, and/or services to be purchased will be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner/purchaser ~~and~~ **or** the purchasing agent.
3. It is the responsibility of the requisitioner/purchaser to provide an adequate description, as required by the purchasing agent, so he/she can prepare the specifications and procure the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
4. It is the responsibility of the purchasing agent to make alternate suggestions to the requisitioner/purchaser, if, in the judgment of the purchasing agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement between the requisitioner/purchaser and the purchasing agent, either party may refer the matter in accordance with established procedure.

Requisitions

1. The following are designated "requisitioners/purchasers" authorized to issue requisitions against stipulated segments of budgetary appropriations:

Superintendent
~~Administrative assistant~~
~~Directors~~ **Administrators**
Supervisors
~~Building principals~~
Secretaries
Purchasing Agent

Each requisitioner/purchaser will be responsible for limiting requisitions to amounts appropriated for their unit. The requisition does not constitute permission by the purchasing agent, business manager, or superintendent for release of said funds. The requisitioner/purchaser must have a signed purchase order of approval before ordering goods and/or services.

- ~~2. The purchasing agent and appropriate requisitioners will jointly develop standard supply lists of commonly used items for all categories or groups of supplies. These standard lists will be used as a basis for requisitioning.~~
- ~~3. Items not specifically included on standard supply lists will be requisitioned on the regular requisition forms.~~
- ~~4. The number of requisitions will be kept to a minimum and be submitted to conform with the purchasing schedule established by the purchasing agent.~~
5. Requisitions will be prepared in duplicate, the entity copy to be retained by the requisitioner/purchaser and the file copy to be retained by the purchasing agent.
6. To be considered appropriate for processing, a requisition will meet the following requirements:
 - a. Be issued by an authorized requisitioner/purchaser;
 - b. Contain adequate information;
 - c. Be verified for adequacy of budgetary appropriation;
 - d. Have approval of the Superintendent or designated administrator.
7. All approved requisitions will be submitted to the purchasing agent.
8. After a purchase order has been issued, the number of the requisition order will be recorded on the purchase order.
9. After processing, the file copy of the ~~requisition~~ **purchase order** will be filed in the purchasing office ~~with the file copy of the purchase order. These copies will be filed alphabetically according to vendor name.~~

Purchase Orders

1. Purchase orders will include the following essentials:
 - a. A specification that adequately describes to the supplier the characteristics and quality standards of the item required.
 - b. A firm net-delivered price quoted whenever possible. Prices will be shown per unit and extended.
 - c. Clear delivery instructions, including place and time.
2. Purchase orders will be numbered and prepared in sets of three (3), to be used as follows:
 - a. Vendor Copy – goes to vendor.
 - b. File Copy – retained in the Business Office and filed alphabetically by vendor.
 - c. Entity Copy – returned to requisitioner/purchaser after purchase order has been processed.

3. Confirmation Orders – verbal orders subject to subsequent confirmation by a written purchase order – may be issued only in cases where there exists a bona fide emergency which can be handled only by this procedure.
 - a. Whenever possible the supplier will be given a purchase order number.
 - b. A confirming requisition will be issued immediately thereafter, marked “Confirmation” and indicating the purchase order number.
 - c. No verbal purchase orders will be given for equipment purchases or purchases from state and federal grants.

Credit Card Purchases

Purchase Authorization Form

1. The following are designated “requisitioners/purchasers” authorized to issue requisitions against stipulated segments of budgetary appropriations:

Superintendent
Administrators
Supervisors
Secretaries
Purchasing Agent

Each requisitioner/purchaser will be responsible for limiting requisitions to amounts appropriated for their unit. The requisitioner/purchaser must have a signed Request for Purchase Authorization Form before ordering goods and/or services.

2. The Request for Purchase Authorization Form will be filled out and signed by the building administrator BEFORE purchasing goods, travel services, etc.
3. The building principal or building secretary shall issue a credit card to the requisitioner/purchaser. The requisitioner/purchaser will sign for the card prior to purchase.
4. The requisitioner/purchaser shall purchase goods at reasonable pricing for the good of the District.
5. To be considered appropriate for processing, a requisition will meet the following requirements:
 - a. Be issued by an authorized requisitioner/purchaser;
 - b. Contain adequate information;
 - c. Be verified for adequacy of budgetary appropriation;
 - d. Have approval of the Superintendent or designated administrator.

6. After the requisitioner/purchaser has placed his/her order they must turn in the following items to the building secretary:
 - a. Completed and signed Request for Purchase Authorization Form;
 - b. Credit Card;
 - c. Invoice/Receipt.

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

16

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: SECOND READING—BOARD POLICY #7336 – PERSONAL REIMBURSEMENTS FOR PURCHASE OF GOODS OR SERVICES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #7336 – Personal Reimbursements for Purchase of Goods or Services and consider the adoption of said policy.

Information being added to this policy has been highlighted.

SUGGESTED ACTION: Approve Adoption of Board Policy #7336 – Personal Reimbursements for Purchase of Goods or Services

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

SECOND READING

Lewistown School District

FINANCIAL MANAGEMENT

7336

Personal Reimbursements for Purchase of Goods or Services

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Expense Reimbursements

Personnel and District officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly filled out and approved voucher and such supporting receipts as required by the business office. Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed, when the travel has the advance authorization of the Board and/or the Superintendent. Authorization of the Board is mandatory for out-of-state travel. The Superintendent or Administrators may grant authorization for travel within the state.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience. Expenses will be reimbursed according to the District's administrative regulations on out-of-town travel. (See Board Policy #7336P)

Legal Reference:	§ 2-18-501, MCA	Meals, lodging, and transportation of persons in state service
	§ 2-18-502, MCA	Computation of meal allowance
	§ 2-18-503, MCA	Mileage – allowance

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

17

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: SECOND READING—BOARD POLICY #7336P – OUT-OF-TOWN TRAVEL REGULATIONS

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #7336P – Out-of-Town Travel Regulations and consider the adoption of said policy.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve Adoption of Board Policy #7336P – Out-of-Town Travel Regulations

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

SECOND READING

Lewistown School District

FINANCIAL MANAGEMENT

7336P

Page 1 of 5

Out-of-Town Travel Regulations

Standard Travel Allowance Schedule

Reimbursable travel expenses include only those incurred while traveling in connection with official District business. Departure and return times are normally considered to be when an employee leaves and returns to his/her headquarters.

Travel expense allowances payable to District employees on official travel status are governed by the Internal Revenue Service mileage rate and the state-approved per diem.

Travel Allowances – Transportation – Employees must first check for availability of a District vehicle for any out-of-town travel. (See Board Policy #8121.)

A. Standard Personal Vehicle Rates

1. An employee traveling in- or out-of-state, as approved by the administration and/or the Board, may claim reimbursement at the Internal Revenue Service rate per mile ~~for the first one thousand (1,000) miles in a given calendar month.~~

B. Public Conveyance Rates

1. An employee traveling in or out of state, as approved by the administration and/or the Board, may claim reimbursement at actual cost of public conveyance rate, as approved.
2. ~~Method of public conveyance carrier shall be approved prior to actual travel.~~ Out-of-state travel must be approved at least one (1) month prior to travel.

C. Direct Route Mileage

1. All employees requesting reimbursement for mileage under any mode of transportation ~~will be reimbursed according to the State mileage chart. must have prior approval of total miles or alternate route mileage, as authorized.~~ (See the Montana Mileage Chart ~~on page 5.~~)

Travel Allowances – Meals

- A. Meal allowances are not dependent on actual out-of-pocket expenses, nor is a receipt required to obtain reimbursement. **Meal allowances will be paid at State rates.**
- B. Criteria for Meal Allowance
1. An employee who has been approved to travel outside the District may claim meal allowances as stated in the allowance schedule, under the following conditions:
 - a. Morning Meal – if the employee's departure time has to leave for a business site is **prior** to 6:00 a.m.
 - b. Midday Meal – if the employee has conducted approved District business during morning hours and is scheduled to continue such business after the midday lunch period, or if the employee is in authorized transit during the entire normal lunch period.
 - c. Evening Meal – if the employee is scheduled to continue District business after 6:00 p.m. (i.e., after the evening meal or the next day), OR if the employee is in authorized transit after 6:00 p.m.
 2. ~~The cost of a~~ Any meal included provided by the conference in a registration fee (i.e., continental breakfast, lunch, banquet) is not reimbursable under meal expense unless specifically approved.
- C. Regularly Scheduled Travel: District personnel, who travel outside the District, as authorized on a regular basis, will be reimbursed for morning and evening meals at actual costs as substantiated by receipts, not to exceed the maximum allowed on the regular travel allowance schedule.

Travel Allowance – Lodging

- A. Employees will be reimbursed for actual out-of-town out-of-pocket lodging expenses up to the maximum ~~indicated in the Travel Allowance Schedule~~ **as allowed by State rates.**
1. In order to claim lodging reimbursement, a bona fide original copy of a receipt from the lodging facility must be attached to the Travel **Reimbursement Claim Form** ~~Expense Claim~~ sent to the Business Office.

2. Whenever possible, two (2) or more employees of the same sex, traveling to the same District business site, should share lodging to decrease District costs, unless prior approval has been obtained from the Superintendent. If not possible, reasons should be documented on the claim forms.
3. ~~If an employee is traveling with his/her non-District employee spouse, the lodging rate claimed must reflect only the rate for one (1) person. The one (1) occupant rate should be noted and marked as such on the receipt.~~
4. Lodging Provided. In some instances lodging may be provided to the employee but no charge directly assessed. In these instances lodging expense cannot be claimed by the employee. Examples are:
 - a. District seminars where lodging is provided "on campus";
 - b. Lodging is included in the registration fee (~~see Miscellaneous Travel Allowances~~).
5. ~~Actual lodging expenses approved for out of state travel may exceed the maximum, if the area is approved as a high-cost area, i.e., metropolitan areas.~~

Travel Allowances – Miscellaneous

- A. Miscellaneous business expenses associated with travel are reimbursable, if they have been approved prior to travel time with appropriate documentation. Examples are:
 1. Registration fees;
 2. Banquet fees which replace an approved meal;
 3. Taxi fare or in-town transit vehicle ~~such as limousine service~~ to and from District business sites or lodging sites.
- B. ~~Miscellaneous expenses do not include such items as tips or taxes on meals or lodging.~~
- C. Miscellaneous expense items of Five Dollars (\$5) or more must be supported by paid receipts.
- D. Miscellaneous expenses must be explained in detail on the ~~District Travel Expense Claim form~~ Travel Reimbursement Claim Form.

Travel Allowances – Special In-Lieu

- A. An employee may wish to use other than the most economical and expeditious mode of transportation to complete a travel-oriented work assignment. For example, an employee is required to attend a conference in Seattle. Rather than fly, the employee prefers to drive his/her private vehicle. It is permissible in this case to allow “Air Travel Equivalent”; that is, the cost of air travel and time. The travel time required above air travel hours would have to be completed on the employee’s time (non-working hours or charged against accumulated vacation time).
- B. Applicable claims for expenses are to be clearly marked “In-Lieu Allowance” and the details fully explained. Reimbursements will be made for the least expensive mode of travel.

General Rules

- A. Travel Time Allowed. It is usually necessary to begin traveling prior to the time established for a meeting appointment, conference, etc., which necessitated the travel. Also, business activities may terminate late in the day, and because of inclement weather, fatigue, unavailability of transportation, etc., it may not be feasible for the employee to promptly return to headquarters. In such cases travel expenses are allowed for a reasonable amount of time preceding and following the actual business activities which necessitated travel. Because circumstances vary, the “reasonable” criterion will have to be applied on an individual basis by the Superintendent or the Board.
- B. Frequency of Filing. Every ~~travel expense claim~~ Travel Reimbursement Claim Form must be accompanied by the approved ~~Travel Request form~~ approved by your administrator and signed by the Superintendent ~~or Board~~, except for ~~claim forms for the Superintendent, which will be signed by the Business Manager or Board claims.~~
- C. Mode of Transportation
 - 1. Employees should travel by the least expensive class of service available within the mode of transportation being utilized. When other than the least expensive class of service is used, a full explanation of the circumstances justifying the necessity of using a more expensive class of service must be included with the travel request.
 - 2. When more than one (1) employee is approved to travel to the same District business site by personal vehicle, mileage reimbursement will be allowed for only as many vehicles as judged “reasonable” to safely carry the number of employees.

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

18

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: SECOND READING—BOARD POLICY #7400 CREDIT CARD USE

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #7400 – Credit Card Use and consider the adoption of said policy.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve Adoption of Board Policy #7400 – Credit Card Use

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

SECOND READING

Lewistown School District

FINANCIAL MANAGEMENT

7400

Credit Card Use

The Board of Trustees permits the use of District credit and/or procurement cards (henceforth, “credit cards”) by employees and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of individuals and locations that will be issued a District credit card will be maintained in the business office. All credit cards will be pre-approved by the Board and will be in the name of the District.

The District shall establish a credit line with an aggregate credit limit of \$150,000.00 for all cards issued to the District. Individual card limits may be changed at the discretion of the Superintendent and Business Manager within the aggregate limit.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District’s policy on purchasing; rather, these policies are intended to work in conjunction with one another. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and disciplinary action, up to and including termination.

Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability and/or disciplinary action.

Users must submit detailed documentation for all purchases to their Building Secretary or the District Business Office. This documentation shall include:

- Completed and ~~approved requisition~~ signed Request for Purchase Authorization Form.
- Itemized receipts for all expenses which have been incurred.
- Packing slips and other documentation demonstrating receipt of the goods purchased.

It shall be the responsibility of the employee making the purchase to ensure that all relevant documentation is received by the Business Office.

The Superintendent shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each credit card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference: 7320 Purchasing
 7320P Purchasing Procedures
 7336 Personal Reimbursements for Purchase of Goods or Services

Legal Reference: §2-7-503, MCA Financial reports and audits of local government entities

Policy History:

Adopted on: July 27, 2009

Reviewed on:

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

19

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: FIRST READING—BOARD POLICY #8121 – USE OF DISTRICT-OWNED VEHICLES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #8121 – Use of District-Owned Vehicles.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve First Reading of Board Policy #8121 – Use of District-Owned Vehicles

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

FIRST READING

Lewistown School District

NONINSTRUCTIONAL OPERATIONS

8121

Use of District-Owned Vehicles

The following policy has been established to provide information on use of District-owned vehicles to operators of such vehicles.

Authorization

- A. Employees must have authorization to use District-owned vehicles.
 - 1. A "Request for Use of School Car" ~~form signed by the supervisor and Superintendent or designee~~ can be accessed on the School District website - <http://www.lewistown.k12.mt.us/>).
 - 2. Permission from the Superintendent or designee for use of a District vehicle as part of the normal scope of employment.

General Requirements

- A. Operator Responsibility
 - 1. Employee must have a valid Montana driver's license, and said license must be in the possession of the driver at all times.
 - 2. Employee will be responsible for a District-owned vehicle that has been approved for the employee's authorized use.
 - 3. Employee will use District-owned vehicles for conducting school business only. **Personal or private use is strictly prohibited.**
 - 4. Employee will be responsible for all parking and traffic violations.
- B. Rules of Operation
 - 1. Use of drugs, alcohol, or other job-impairing substances are prohibited in District vehicles.
 - 2. All doors must be locked, whenever District vehicles are parked.
 - 3. No unauthorized person will be transported in a District vehicle.
- C. Special Rules
 - 1. Employee will not be allowed to use District-owned vehicles as transportation to and from work unless related to specific work conditions requiring use of said vehicle.
 - 2. Misuse of vehicles by an employee may result in disciplinary action.

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

20

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: FIRST READING—BOARD POLICY #7329 – PETTY CASH FUNDS

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 01/14/2013

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #7329 – Petty Cash Funds.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve First Reading of Board Policy #7329 – Petty Cash Funds

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

FIRST READING

Lewistown School District

FINANCIAL MANAGEMENT

7329

Petty Cash Funds

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of ~~Twenty-Five~~ **Thirty-Five** Dollars (\$~~25~~ **35**), postage, delivery charges, and freight. Individual personal reimbursements which exceed ~~Twenty-Five~~ **Thirty-Five** Dollars (\$~~25~~ **35**) should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to: ~~One Hundred Dollars (\$100) in the Elementary buildings and Four Hundred Dollars (\$400) at Fergus High School.~~

- \$ 50 – Adult Education Office
- \$100 – District Business Office
- \$100 – Elementary Buildings – Highland Park, Garfield, Lewis & Clark
- \$100 – Lewistown Junior High School
- \$250 – School Food Service (\$100-Central Kitchen; \$75-Junior High; \$75-High School)
- \$400 – Fergus High School

Fergus High School and Lewistown Junior High School are further authorized to keep petty cash on hand for athletic events. These cash boxes will be limited to Six Hundred Dollars (\$600) and Three Hundred Dollars (\$300), respectively.

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Moneys which are not specifically petty cash moneys shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers (and cash on hand from buildings that do not remain open during the summer) returned to the Business office Manager for processing.

The District Business Office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Policy History:

Adopted on: June 28, 2004

Revised on: September 22, 2008

Revised on: November 10, 2008

Revised on: June 28, 2010

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

21

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 01/14/2013

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: January 14, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	Activity Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	January 14, 2013	See attached list
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	In-Town Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	January 14, 2013	See attached list.
MILLER, Jeanette	Special Education Bus Aide	School District #1	Approve revision of contract to reflect new duty assigned–PARA Step 6+30 for up to one hour per day for up to 95 days	January 14, 2013	See attached memo.
FELLER, Vic HUDSON, Troy PAULSON, Steve	Assistant Football Coaches	Fergus High School	Approve Out-of-State travel to attend the Glazier Football Clinic in Reno, Nevada	February 20-23, 2013	See attached memo.
SMITH, Margee	Kindergarten Teacher	Highland Park Elementary School	Approve Out-of-State travel to attend the 58 th Annual International Reading Association Convention in San Antonio, Texas	April 18-23, 2013	See attached letter.
LEWIS, Matt	Principal	Highland Park Elementary School Garfield Elementary School	Approve Out-of-State travel to attend the NAESP 2013 National Leadership Conference in Washington, D.C.	February 24-27, 2013	See attached memo.

LEWISTOWN PUBLIC SCHOOLS

EXTRA DUTY CONTRACTS

January 14, 2013

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Bullock	Jeffrey	Activity Bus Driver	\$16.98/hr drive time; \$10.10 per hour wait time (2 hours per day minimum)
White	Albert	Activity Bus Driver	\$16.98/hr drive time; \$10.10 per hour wait time (2 hours per day minimum)

LEWISTOWN PUBLIC SCHOOLS

EXTRA DUTY CONTRACTS

January 14, 2013

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Bullock	Jeffrey	In-Town Driving/Fueling	\$8.24 per hour on an as-needed basis
White	Albert	In-Town Driving/Fueling	\$8.24 per hour on an as-needed basis

Memorandum

To: Jason Butcher, Superintendent
From: Steve Klippenes, Transportation Director
Date: January 8, 2013
Re: Contract Revision

Following is a recommendation for a contract change for Jeanette Miller. One, and possibly two, pre-school students under the age of five with disabilities will be riding the bus. The District is required to provide an aide to ride on the bus with these students. Jeanette has been a special education bus aide for the district in past years.

Jeanette Miller:

Special Education Bus Aide	PARA Step 6+30	Up to 1 hour/day for up to 95 days
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Thank you.

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Superintendent
From: Jerry Feller, FHS Principal
Date: January 2, 2013
Re: Out-of-State Travel Request

This memo is written in support of an out-of-state travel request from Vic Feller, Troy Hudson, and Steve Paulson to attend the Glazier Football Clinic scheduled in Reno, Nevada, February 21-23, 2013. Assistant coaches Matt Tedesco and Rick Wright will also be attending the clinic.

These football coaches would miss a half day of school on Wednesday, February 20, 2013, to allow for travel to Reno, plus all day Thursday, February 21, 2013, to attend the clinic. Friday, February 22, 2013, is a scheduled vacation day. Traveling expense and lodging will be paid for by the coaches.

Dear Lewistown School Board of Trustees,

January 9, 2013

Please consider this out-of-state travel request to attend the International Reading Association's 58th Annual Convention in San Antonio, Texas from April 19-22, 2013.

I attended this conference 10 years ago and can attest to its high standard of professional development.

The information gleaned from this conference has a direct link to my classroom as I become more aware of state and national issues in literacy education. I would like to focus on Common Core presentations particularly this year as that is a major focus in our classrooms right now. This will also benefit our kindergarten team as I share what I have learned with my colleagues upon my return.

In 2½ years I will be the state president for Montana State Reading Council. This means that in less than 2 years I will be chairing the state conference that serves 300-400 educators from across Montana. This conference would allow me to make some connections with other educators and authors who might be able to attend my conference. In fact, Mr. Mo Willems will be presenting at this conference and he is definitely one that I would like to invite to our state conference.

There are several costs associated with this type of program and I expect to incur those costs. I am asking for use of professional days during the conference and I would need to add travel time to those professional days to include April 18 and 23 due to connections and flight times.

Thank you for considering this request. I am available for any questions that you may have of course.

Sincerely,

Mrs. Margee Smith

Highland Park Kindergarten Teacher

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Superintendent
From: Matt Lewis, Elementary Principal/Highland Park and Garfield
Date: January 10, 2013
Re: Out-of-State Travel Request

As the Principal at Highland Park Elementary/Garfield Elementary and the 1st Vice President of the MT Association of Elementary and Middle School Principals (MAESMP), I am submitting an Out-of-State Travel request to attend the National Association of Elementary School Principals (NAESP) 2013 National Leadership Conference scheduled for February 24-27, 2013, in Washington D.C.

All expenses for this conference will be covered by MT Association of Elementary and Middle School Principals (MAESMP). This conference is a great professional development opportunity which also gives principals from Montana the chance to visit with our Senators and Representatives on Capitol Hill.

EXECUTIVE SESSION

**As per the provisions of 2-3-203
Montana Codes Annotated.**

**The Board Chair,
will now call for an Executive Session
deeming the demands of individual privacy
clearly exceed the merits of public disclosure.**

**All parties not involved in the Executive
Session are asked to leave the Board Room
at this time.**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/14/2013

Agenda Item No.

22

- Minutes/Claims
 Board of Trustees
 Superintendent's Report
 Action - Consent
 Action - Indiv.

ITEM TITLE: EXECUTIVE SESSION—SUPERINTENDENT'S EVALUATION

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 01/14/2013

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation.

SUGGESTED ACTION: Discussion

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 GOALS AND STRATEGIC OBJECTIVES

Lewistown Public Schools, as entrusted by the Lewistown Community, provides children with an accountable, high quality, rigorous education in a safe, nurturing environment; developing the full potential of each child and preparing them for lifelong success in their personal lives and careers, wherever they may be in the world.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

Strategic Objectives:

1. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The District is consistent in each building in developing and implementing both curricula as well as intervention programs to insure student achievement and success.
3. The District has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college bound and vocation bound students.
4. The District is consistent at all levels in developing and implementing differentiated instruction techniques.

Goal Area 2: Facilities

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools continues to strive for a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

Strategic Objectives:

1. Develop a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

Goal Area 3: Community / Parental Engagement

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

Strategic Objectives:

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

Goal Area 4: Technology

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Have implemented steps to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

Strategic Objectives:

1. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators, and staff. They are part of the planning and assessment of these opportunities.

Goal Area 6: Fiscal Management/Responsibility

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2013).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to June 30, 2015, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the District. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

BOARD OF TRUSTEES

Stan Monger, Board Chair
Tom Balek
Jeremy Bristol
Joe Irish
Lisa Pierce
Barbara Thomas
Monte Weeden

**LEWISTOWN PUBLIC SCHOOLS
2012-2013 SCHOOL CALENDAR**

A. Pupil Instruction

First Semester	89 Days	Second Semester	90 Days
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FIRST QUARTER	DAYS	THIRD QUARTER	DAYS
First Week	Aug 28 -- Aug 31 4	First Week	Jan 22 -- Jan 25 4
Second Week	Sept 4 -- Sept 7 4	Second Week	Jan 28 -- Feb 1 5
Third Week	Sept 10 -- Sept 14 5	Third Week	Feb 4 -- Feb 8 5
Fourth Week	Sept 17 -- Sept 21 5	Fourth Week	Feb 11 -- Feb 15 5
Fifth Week	Sept 24 -- Sept 28 5	Fifth Week	Feb 18 -- Feb 21 4
Sixth Week	Oct 1 -- Oct 5 5	Sixth Week	Feb 25 -- Mar 1 5
Seventh Week	Oct 8 -- Oct 12 5	Seventh Week	Mar 4 -- Mar 8 5
Eighth Week	Oct 15 -- Oct 17 3	Eighth Week	Mar 11 -- Mar 15 5
Ninth Week	Oct 22 -- Oct 26 5	Ninth Week	Mar 18 -- Mar 22 5
Tenth Week	Oct 29 -- Nov 2 5	Tenth Week	Mar 25 -- Mar 28 4
	46		47

SECOND QUARTER	DAYS	FOURTH QUARTER	DAYS
First Week	Nov 5 -- Nov 7 3	First Week	Apr 2 -- Apr 5 4
Second Week	Nov 12 -- Nov 16 5	Second Week	Apr 8 -- Apr 12 5
Third Week	Nov 19 -- Nov 20 2	Third Week	Apr 15 -- Apr 19 5
Fourth Week	Nov 26 -- Nov 30 5	Fourth Week	Apr 22 -- Apr 26 5
Fifth Week	Dec 3 -- Dec 7 5	Fifth Week	Apr 29 -- May 3 5
Sixth Week	Dec 10 -- Dec 14 5	Sixth Week	May 6 -- May 10 5
Seventh Week	Dec 17 -- Dec 21 5	Seventh Week	May 13 -- May 17 5
Eighth Week	Jan 2 -- Jan 4 3	Eighth Week	May 20 -- May 24 5
Ninth Week	Jan 7 -- Jan 11 5	Ninth Week	May 28 -- May 31 4
Tenth Week	Jan 14 -- Jan 18 5		
	43		43

B. Pupil Instruction Related Days (No School for Students)

		Totals
August 23-24	All Staff Orientation/PIR	2.0
August 27	PIR	1.0
October 18-19	Staff Development Days - Teachers Convention	2.0
November 7-8	Parent Teacher Conferences (Evening Only on Nov 7, All Day on Nov 8)	1.5
January 21	PIR	1.0
April 4	Parent Teacher Conference Evening <u>ONLY</u> (Regular School Day for Students)	0.5
		<hr/> 8.0

2012-2013 Regular Board Meetings		
July	9	5:30 p.m.
Aug	13	5:30 p.m.
Sept	10	7:00 p.m.
Oct	8	7:00 p.m.
Nov	12	7:00 p.m.
Dec	10	7:00 p.m.
Jan	14	7:00 p.m.
Feb	11	7:00 p.m.
Mar	11	7:00 p.m.
Apr	8	7:00 p.m.
May	13	7:00 p.m.
June	10	5:30 p.m.

C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 8	Parent Teacher Conferences (Vacation Day for Students)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24-January 1	Winter Break
January 21	PIR (Vacation day for Students)
February 22	Vacation Day
March 29-April 1	Spring Break
May 27	Memorial Day